

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART I FIRST SEMESTER JANUARY 2013 EXAMINATIONS

IRA 1104 RECORDS MANAGEMENT I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY **FOUR** QUESTIONS FROM THE FOLLOWING
2. EACH QUESTION CARRIES **25 MARKS**

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1. Define the following terms:
 - (a) Records Authenticity [5 marks]
 - (b) Records Reliability [5 marks]
 - (c) Records Integrity [5 marks]
 - (d) Records Useability [5 marks]
 - (e) Records Accountability [5 marks][Total 25 marks]
 2. Explain the steps taken when appraising records following the macro-functional appraisal technique. [25 marks]
 3. Using any four different types of records, explain the issues that would arise if each type of record is not properly managed. [25 marks]
 4. (a) Explain the importance of establishing a vital records management programme. [15 marks]

(b) Identify the specific types of records to be included in a vital records management programme and justify the inclusion. [10 marks]
- [Total 25 marks]
5. Analyse how integrating the records life cycle and continuum principles in a records management programme is important. [25 marks]
6. Discuss how an organisation establishes and maintains a records management audit system and justify the need for such a programme. [25 marks]

END OF PAPER